



VACANCY NOTICE – 02/2021

Job Description

POSITION : Clerical Officer – Registry
LOCATION : Consulate General of Trinidad and Tobago, New York
REPORTS TO : Consul General

PURPOSE OF JOB

To ensure that the incoming and outgoing mail is processed in an efficient and timely manner

JOB SUMMARY:

Judicious and expeditious handling of mail according to its varying features. Mail received in the Registry comes from different sources outside the organization. Incoming correspondence reaches Registry by surface mail, by hand and by email. Items are addressed to individuals either by name or by title of office. Some items will bear security or privacy marking such as "confidential" or "personal". Some mail may contain cheques, money or other valuable items, which will need to be carefully recorded and accounted for in the Registry system. In sum, mail is treated with according to its inherent requirements, as determined by the subject area and the officer to which it pertains.

DUTIES AND RESPONSIBILITIES:

Processing of all incoming mail and outgoing mail/Diplomatic Bag

Processing of all mail pertinent to the functioning of the

- Consul General's Secretariat
- Immigration Section
- Consular Section, incl. Accounts subsection

- Liaises with the Immigration and Consular Section on matters related to dispatch of Passports and Vital Events Certificates
- Prepares daily log of complaints/comments/feedback and forward to line manager.
- Assist with planning and organizing functions being organized by the Consulate General.
- Drafts and prepares letters, memos and emails.
- Establishes and maintains databases.
- Maintains a coherent and systematic filing system (both electronic as well as physical files.
- Answers telephones and take messages.
- Make photocopies and send emails and faxes. Responsibility for Federal Express – drop off

Processing of all outgoing mail/Diplomatic Bag

Collecting mail from and delivering mail to the Immigration and Consular Section.
Assistance with the Preparation of Items for processing of the outgoing Diplomatic Bag

Required knowledge, skills and abilities:

- Ability to use necessary software to process mail
 - Fedex Mail Management System
 - Franking Machine
- Knowledge of Principles and Procedures governing movement of Inter-sectional mail:

- Familiarity with Postal/Fedex deliveries
 - From CGNY to Post Officer

Minimum Qualification

- Authorization to work in the USA.
- An Associate degree and/or any other combination of certification, knowledge and/or work experience.
- Work experience at least 3 years.
- Proficiency in the use of computers particularly Microsoft Office suite,

Other Requirements

- Trustworthy and confidential at all times.
- Ability to communicate effectively both orally and in writing.
- Ability to work in teams as well as use individual initiative.
- Displays patience and good listening skills.
- Ability to be creative in problem solving.
- Proof of Covid 19 Vaccination.

To apply

Send resume and two written reference letters by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038 or by e-mail (cgnyconsulateinfo@foreign.gov.tt) by **December 15, 2021**.

Administration
CG, NY
2021-12-08